



November 15, 2019

## WHITEHOUSE COUNCIL AGENDA

November 19, 2019

6:30 P.M.

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, November 19, 2019, at 6:30 PM. This meeting will be held in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

Welcome and thank you for attending the Whitehouse Village Council meeting. The purpose of the Village Council meeting is to conduct the official business of the Village of Whitehouse and to hear citizen's comments pertaining to items that appear on the agenda and comments for future consideration. We welcome and encourage your participation. If you wish to make a comment, please wait to be recognized then step to the podium and state your name and address for the record. Please make your comments as concise as possible to allow time for others who wish to make comments. The Mayor presides over the Council meeting and has the authority to take the actions necessary to maintain order and proper decorum among those present. Thank you for your cooperation.

- I. Call to Order
- II. Roll Call
- III. Prayer: Pastor Warren Clifton, Hope United Methodist Church
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the November 5, 2019 Council Meeting
- VI. Adoption of Bills dated November 15, 2019, the Addendum bills dated November 19, 2019 and the September 2019 Financial Statements
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
  - A. Report on the October 24, 2019 Tree Commission Meeting
  - B. Report on the November 6, 2019 Board of Zoning Appeals Meeting
  - C. Report on the November 7, 2019 Charter Revision Commission Meeting
  - D. Report on the November 12, 2019 Committee of the Whole Meeting
    1. Take Action on Merit Service Payment
    2. Take Action on Cost of Living Allowance
    3. Take Action on 2020 Rate & Fee Schedule
    4. Take Action on Streetscaping Phase 3 Recommendation
    5. Take Action on Donation to the Drug Abuse Response Team (D.A.R.T.)

6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571

Phone 419-877-5383 . Fax 419-877-5635

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- IX. Report of the Mayor
- X. Report of the Clerk of Council
- XI. Report of the Village Administrator
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
  - A. Ordinance 25-2019: Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters (as an emergency)
- XVI. Resolutions
  - A. Resolution 21-2019: Authorizing the Finance Director to Transfer Funds for Village Accounting Purposes (as an emergency)
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

## MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: Council Meeting of Tuesday, November 19, 2019

DATE: November 15, 2019

The Whitehouse Village Council is scheduled to meet on Tuesday, November 19, 2019, at **6:30 PM** in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio 43571.

Following the Mayor's call to order, the Council Clerk's roll call, the prayer for Council, and the Pledge of Allegiance, Council can review and approve the November 5, 2019 Council meeting minutes, the Council bills dated November 15, 2019, the addendum bills dated November 19, 2019 and the September 2019 Financial Statements.

There will be reports on the October 24, 2019 Tree Commission meeting, November 6, 2019 Board of Zoning Appeals meeting and the November 7, 2019 Charter Revision Commission meeting. There will be a report on the November 12, 2019 Committee of the Whole meeting in which the following items need action taken.

- Merit Service Payment
- Cost of Living Allowance
- 2020 Rate & Fee Schedule
- Streetscaping Phase 3 recommendation
- Donation to the Drug Abuse Response Team (D.A.R.T.)

There will be 2 items of legislation presented at this meeting.

- Ordinance 25-2019: Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Accounting Purposes, as an emergency.
- Resolution 21-2019: Authorizing the Finance Director to Transfer Funds for Village Accounting Purposes, as an emergency.

The Mayor could then entertain citizen comments.

Finally, the Mayor can call for adjournment.

Respectfully submitted,  
Jordan D. Daugherty  
Village Administrator

## Regular

November 5,

19

At 6:30 PM, Mayor Don Atkinson called the meeting to order.

**ROLL CALL:** Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, Bob Keogh, Bill May, and Louann Artiaga. Also present were the following: Administrator Jordan Daugherty, Solicitor Kevin Heban, Director of Public Services Steve Pilcher, Police Chief Mark McDonough, Fire Chief Joshua Hartbarger, Clerk Susan Miller, Lisa Schaller, Keirsten Schaller, Rob Casaletta, David and Sharon Prueter, Chuck Kethel, Erin O'Connell, and Bob Crowe.

Council Prayer was given by Pastor Matthew Lash of Community of Christ Church.

Motion by Louann Artiaga, seconded by Mindy Curry to approve the minutes of the October 15, 2019 meeting. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to approve the bills totaling \$118,273.44 dated November 1, 2019 and the Addendum bills totaling \$1,823,557.43 dated November 5, 2019. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to approve the Midnight Special 5K on December 31, 2019 – January 1, 2020 from 11:45 PM – 12:45 AM with Safety Services assistance. 6 ayes

Mayor Don Atkinson proclaimed November National Diabetes Awareness Month and November 14, 2019 as World Diabetes Day in the Village of Whitehouse.

Mayor Don Atkinson recognized the SERTOMA club for their commitment to service. The SERTOMA club presented a grant to Ben Landskroener.

Mayor Don Atkinson asked for Citizen Comments pertaining to Agenda items. There were none.

Other items discussed:

- Refund to RITA
- Economic Development Committee event January 16, 2020 at 8:30 AM to showcase Whitehouse properties, parks master and 64 Corridor plans
- The police department was commended for meeting or exceeding all 211 requirements of the Ohio Collaboration Board onsite inspection, College Intern Morgan Schumann completed the process, School Resource Officer onsite review, one of the best departments

Regular

November 5,

19

- Resident Yvonne Walter heart surgery November 15, 2019
- Committee of the Whole meeting Tuesday, November 12, 2019 at 6:30 PM
- Drug take back results: 41 lbs. From Whitehouse, 27 lbs. from the med drop box, and 4 Anthony Wayne sites for AWAKE 235 lbs.
- Punchlist items for streetscaping – pavers, corrective on wall, drainage in front of the bank
- Leaf season mid December wrap up
- Finzel/Weckerly street light pole site prep
- Thank you to Council, Administration, the Mirror for making Veteran's Memorial Park a reality, it turned out excellent, bronze star left at the memorial
- Digital speed signs near Weckerly, ramp, curb, bumpout and sidewalk near Village Pizza
- Happy could have Halloween on Halloween
- Sidewalks going onto the trail make a big difference, sidewalk to the shelterhouse
- Channel 11 doing a story on Veteran's Memorial Park
- Collecting and displaying items left by Veteran's at the Memorial

Motion by Bob Keogh, seconded by Rebecca Conklin Kleiboemer to adjourn at 7:10 PM.  
6 ayes

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Duly Appointed Clerk of Council

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Mayor

**COUNCIL BILLS  
11/15/2019**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
A. W. Board of Education	POLICE	\$2,358.37		Fuel
A. W. Board of Education	FIRE	\$896.68		Fuel
A. W. Board of Education	PARKS	\$194.93		Fuel
A. W. Board of Education	MAINTENANCE	\$226.12		Fuel
A. W. Board of Education	STREETS	\$291.66		Fuel
A. W. Board of Education	LIFE SQUAD	\$539.75		Fuel
A. W. Board of Education	WATER	\$586.49		Fuel
A. W. Board of Education	SEWER	\$139.08	\$5,233.08	Fuel
Advanced Rehabilitation Technology	CAPITAL PROJECTS	\$2,291.25	\$2,291.25	Manhole Rehabilitation
All Ohio Ready Mix	STREETS	\$1,140.28	\$1,140.28	Concrete
Allshred Services	ADMINISTRATION	\$50.00	\$50.00	Shred Bins
ARS Refuse Service	SANITATION	\$7,600.00	\$7,600.00	Bulk Item Pickup
Bayly, Aleaha	MAINTENANCE	\$780.00		Cleaning Services August, September, October
Bayly, Aleaha	POLICE	\$660.00	\$1,440.00	Cleaning Services August, September, October
Cam-Tech Industrial Services	SEWER	\$4,457.50	\$4,457.50	Clean & Vacuum Sanitary Sewer Mains
Carefree Irrigation	CAPITAL PROJECTS	\$100.00	\$100.00	Winterize VMP Sprinkler System
Darkinson Doors	MAINTENANCE	\$334.75	\$334.75	Repair Overhead Door
Dollar General	ADMINISTRATION	\$17.80	\$17.80	Supplies
Finley Fire Equipment	FIRE	\$5,940.10	\$5,940.10	Install Mechanical Seal
Fisher Auto	MAINTENANCE	\$339.99		Parts
Fisher Auto	POLICE	\$200.93	\$540.92	Parts
Green Earth Transportation	STREETS	\$218.46	\$218.46	Top Soil
Jones & Henry Engineers	SEWER	\$7,647.05	\$7,647.05	Field Ave/Finzel Pump Station Analysis
Kuhlman Corp	WATER	\$2,318.75		Meter Parts
Kuhlman Corp	STREETS	\$787.50	\$3,106.25	ADA Detection Pads & Concrete Stakes
Marlin Capital Solutions	FIRE	\$705.39	\$705.39	Toughbooks Payment
MASI	WATER	\$115.50	\$115.50	Water Sample Analysis
Nilsson's Landscape	STREETS	\$434.00	\$434.00	Roundabout Bed Maintenance
Office Depot	ADMINISTRATION	\$26.94	\$26.94	Supplies
Pahl Ready Mix Concrete	STREETS	\$732.30	\$732.30	Concrete
Perfect Sweep	STREETS	\$2,856.00	\$2,856.00	Street Sweeping

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Premier Safety	FIRE	\$55.10	\$55.10	Fit Test Rental Shipping
Ram Exterminators LLC	MAINTENANCE	\$40.00		Bug Spraying
Ram Exterminators LLC	LIFE SQUAD	\$36.00	\$76.00	Bug Spraying
Selking International	STREETS	\$109.64	\$109.64	Parts
Signature Streetscapes	STREETS	\$6,253.55	\$6,253.55	Street Signs
St. Lukes Occupational Health	MAINTENANCE	\$159.00		Hearing Tests & Drug Screening
St. Lukes Occupational Health	ADMINISTRATION	\$53.00		Drug Screening
St. Lukes Occupational Health	FIRE	\$500.00	\$712.00	Drug Screening & Physical
Stoneco	STREETS	\$73.23	\$73.23	Stone
Technichem	SEWER	\$399.00	\$399.00	Greasebugs Megadose Pellets
Thomas Equipment	MAINTENANCE	\$60.00	\$60.00	Expansion Joint/Concrete Broom
Time Warner Cable	POLICE	\$353.25		Phones & Internet
Time Warner Cable	FIRE	\$165.70		Phones & Internet
Time Warner Cable	PARKS	\$104.98		Phones & Internet
Time Warner Cable	MAINTENANCE	\$301.60		Phones & Internet
Time Warner Cable	LIFE SQUAD	\$165.69		Phones & Internet
Time Warner Cable	WATER	\$150.81		Phones & Internet
Time Warner Cable	SEWER	\$150.78	\$1,392.81	Phones & Internet
Toledo Edison	STREETS	\$991.77		Monthly Charges
Toledo Edison	PARKS	\$189.43		Monthly Charges
Toledo Edison	SEWER	\$64.22	\$1,245.42	Monthly Charges
Treasurer, Lucas County	SEWER	\$35,227.31	\$35,227.31	Quarterly Operation & Maintenance Charges
Triotech Corporation	ADMINISTRATION	\$540.00	\$540.00	Office 365 & AntiVirus
UniFirst Corporation	POLICE	\$37.60		Rug Cleaning
UniFirst Corporation	MAINTENANCE	\$37.60		Rug Cleaning
UniFirst Corporation	FIRE	\$18.90		Rug Cleaning
UniFirst Corporation	LIFE SQUAD	\$18.90	\$113.00	Rug Cleaning
US Bank	ADMINISTRATION	\$119,186.25	\$119,186.25	Bond Payments
USA Blue Book	SEWER	\$34.95	\$34.95	Parts
		\$210,465.83	\$210,465.83	

Whitehouse Tree Commission  
Minutes of meeting on October 24<sup>th</sup>, 2019

Attendance: Commissioners: Sheri Luedtke (Chair), Chris Manzey, Amy Schultz, Elliot Tramer, Michelle Tippie, Dianne Toffler. Richard Bingham (Council Representative) and Mark Thomas (Staff Advisor)

Meeting was called to order at 7:02 P.M.

Minutes from September 26<sup>th</sup> were approved as printed.

Old Business

- A. Finalized Tree City USA and Growth Award for 2019. Elliot Listed projects 1-5 where points were earned. Elliot said we are in good standing with enough points for growth award. It was suggested that we remove one project (project for cemetery board) and submit it for 2020. This project is not complete at this time but we are continuing to work on it.
- B. The invasive plant project around the quarry will not happen this year. There were difficulties in scheduling with UT students so we were not able to coordinate all involved.
- C. Eagle Scout project is progressing. Noah Werning updated us through text. He has the list of trees to be used and their spellings. He is working with April at town hall to coordinate with the village web site.
- D. Tree Inventory- 6532 Lenderson, a tree was removed by the Village of Whitehouse. A Tupelo tree was planted in sub division Whitehouse Meadows (Big Buck Trail). Four more trees are being considered for plats 1 & 2. Smaller trees are being considered for the cul de sac which has a 10 foot island. Amy and Mark clarified plantings for plats 2 & 3
- E. The cemetery board will meet on Monday, October 28<sup>th</sup> at 6:00 P.M at Waterville Town Hall. Sheri and Amy will attend and give a report from the work at the cemetery on Cemetery Road.
- F. Village of Whitehouse has a budget of \$25,000 for purchase and care of trees. This is a great start to a master plan.
- G. Volcano mulching with stone was discussed. Resident will be notified and informational pamphlet will be made available to the resident. Sheri will drop off the information to the resident.

Forms and Doc. Tree bulletins from Arbor Day Foundation will be added to our document cabinet.

New Business- A letter was written by the tree commission members to explain concerns regarding the large evergreen trees on either side of the statue at the park entrance. Amy and

Sheri went to the Meeting of the Whole on October 22. The information was well received by those present. Various possibilities were discussed. The trees are very healthy now but when they show signs of decline they may be removed. It is also possible to limb the trees up some to open the park entry. For now the trees will be left as is. It was also discussed that the plan to plant 40 trees in the park might put undue stress on the public works department. Young trees take a lot of work in the area of watering and training. It might be better to plant 5 trees a year. This is a way to better care for the young trees, to assure success. One council member suggested that the tree commission be involved in the planning of the park trees.

The meeting was adjourned at 8:00 P.M.

Respectfully submitted,

Dianne Toffler

**VILLAGE OF WHITEHOUSE  
BOARD OF ZONING APPEALS MINUTES  
November 6, 2019**

Board members present: Chuck Kethel, Leroy Ryerson, Thomas Spears and Mike Walters. Also present was Jeff Chamberlain, Bill May and Planning Administrator Tiffany Bachman.

The Board of Zoning Appeals (BZA) meeting was called to order by Mike Walters at 6:00 p.m.

First order of business is to approve minutes from last meeting. Motion made by Leroy Ryerson, seconded by Chuck Kethel. Motion passed 4-0

An appeal is brought forth by Princess Estates, LLC, Jeff Chamberlain, to put up a 24 x 48 greenhouse next to General Pro Hardware Store. It would be used for selling of flowers, plants and garden accessories that would be grown by students at Penta Career Center. The greenhouse would be made of a poly substance guaranteed for five years of use. Jeff would also like to put up an eight foot tall fence in the front in place of the arborvitae.

Leroy made a motion to deny the request, seconded by Chuck Kethel. Motion passed 3-0. Tom Spears abstained from the vote.

Leroy made a motion to adjourn, seconded by Chuck. Motion passed 4-0. Meeting adjourned at 6:23 pm

Respectfully submitted,

Tiffany Bachman  
Planning Administrator

## **ORDINANCE NO. 25-2019**

### **AN ORDINANCE AMENDING AND UPDATING THE VILLAGE OF WHITEHOUSE SCHEDULE OF RATES AND FEES PURSUANT TO VARIOUS BUILDING, ZONING, REGISTRATION, AND ANCILLARY OTHER MATTERS, AND DECLARING AN EMERGENCY**

WHEREAS, upon review by the Administrator of the Village of Whitehouse and this Council, it is the determination of this Council to update and amend various fees for charges as enumerated in the Village of Whitehouse Code and Administrative provisions thereto in accordance with the review of applications and violations of said fees.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

**SECTION I:** That the Village of Whitehouse, Lucas County, Ohio Schedule of Rates and Fees as published and available in the Administrative Offices of the Village, is hereby amended, updated and/or summarized effective January 1, 2020, pursuant to Exhibit "A" attached hereto and incorporated by reference herein.

**SECTION II:** That any and all Ordinances, Resolutions, Administrative Codes and Orders, or parts thereto, contrary to the provisions of Exhibit "A" of this Ordinance shall be hereafter repealed and/or amended in conformity with the provisions of the Schedule of Rates and Fees established in Exhibit "A" hereto.

**SECTION III:** It is hereby found and determined that all formal actions of this Council including any of its committees concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its

committees that resulted in such formal actions as contained herein were and are in compliance with all legal requirements as set forth by Village Charter.

**SECTION IV:** This Ordinance is hereby declared to be an EMERGENCY MEASURE necessary for the immediate preservation of the public peace, health and safety of said Village and its inhabitants and for the further reason that said Schedule of Rates and Fees is incorporated herein as Exhibit "A" has been determined by this Council to represent full and fair payment of monies due for permitting regulations and fees and matters covered therein, to afford the administration of the rates and fees for the benefit of the citizens of the Village of Whitehouse, Lucas County, Ohio, on a timely and proper basis.

WHEREFORE, this Ordinance shall be in full force and effect upon its passage and approval as provided by law.

VOTE ON EMERGENCY MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

FINAL VOTE ON THE MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Duly Appointed Clerk of Council

\_\_\_\_\_  
Kevin A. Heban, Solicitor



**Schedule of Rates and Fees**  
**Ordinance No. 25 -2019**  
**Exhibit "A"**

**I. RESIDENTIAL BUILDING PERMIT FEES**

**One, Two and Three Family Dwellings and Residential Industrialized Units**

**A. Building Permit:** New construction, additions, alterations including garages, basements, accessory buildings and decks (based on gross floor area).

- |  |               |
|--|---------------|
| 1. Base fee                                      | \$ 75.00      |
| plus - fee per square foot                       | \$ 0.15       |
| 2. Foundation only                               | \$ 75.00      |
| 3. Re-review fee (each)                          | \$ 50.00      |
| 4. Minor work                                    | \$ 100.00     |
| 5. Certificate of occupancy (temporary or final) | \$ 50.00 each |

**B. Removal and Demolition Permit:** **\$ 75.00**

**C. Electrical Permits:**

The cost shall be based upon the following:

- |  |                           |
|--|---------------------------|
| 1. Temporary service (per pole)            | \$ 50.00                  |
| 2. New dwelling (per unit)                 | \$ 125.00 + .10 amp       |
| 3. All electric unit (per unit)            | \$ 120.00 + .10 amp       |
| 4. Service change: up to 100 amp           | \$ 75.00                  |
| greater than 100 amp                       | \$ 75.00 + .20 amp        |
| 5. Alterations (other than service change) | \$ 75.00                  |
| 6. Furnace and air conditioning circuit    | \$ 75.00                  |
| 7. Underground electrical inspection       | \$ 60.00                  |
| 8. Residential Generator                   | \$ 75.00 + gas piping fee |
| 9. Edison release                          | \$ 75.00                  |

**D. Plumbing Permits:**

The cost shall be based upon the following:

- |   |          |
|---|----------|
| 1. New dwelling (per unit)                        | \$ 75.00 |
| plus per fixture                                  | \$ 10.00 |
| 2. Underground only (per unit)                    | \$ 75.00 |
| 3. Alterations and fixture replacement (per unit) | \$ 75.00 |
| plus per fixture                                  | \$ 10.00 |
| 4. Hot water heater (per unit)                    | \$ 75.00 |
| 5. Hydronic boiler (per unit)                     | \$ 75.00 |

**E. Heating and Air Conditioning Permits:**

The cost shall be based upon the following:

- |  |           |
|--|-----------|
| 1. Forced air furnace base (per unit, includes one HVAC, air conditioner and ductwork) | \$ 125.00 |
|--|-----------|

2. Furnace replacement (per unit)	\$ 75.00
3. Air conditioning only (per unit)	\$ 75.00
4. All other heating systems (per unit)	\$ 75.00

**F. Other Permits:**

1. Sidewalk and Driveway Permits:

The cost shall be based upon the following:

a. Sidewalks and driveways involving up to 100 sq ft of construction or reconstruction	\$ 25.00
b. Sidewalks and driveways involving more than 100 sq ft of construction or reconstruction	\$ 50.00
c. Cutting or dropping of curbs plus add per each lineal foot plus reimbursement of engineering review fees, if applicable	\$ 50.00 \$ 2.00
2. Fireplace Permits	\$ 75.00
3. Roofing Permits	\$ 75.00
4. Gas piping	\$ 75.00

**G. Re-inspection and Stop Work Order:**

1. Re-inspection:

a. First re-inspection	\$ 50.00
b. Second re-inspection	\$ 75.00
c. Third re-inspection	\$ 125.00

2. Stop Work Orders (per calendar year):

a. First order	\$ 200.00 *
b. Second order	\$ 400.00 *
c. Third order	\$ 600.00 *

\* Plus double permit fee with maximum fee of \$1,000.00

**H. Minor Repairs:**

The following items shall be considered minor repairs for which a permit is not required:

1. Window/door replacement providing no change in the opening size or location.
2. Interior remodeling with no change to structural members or floor plan
3. Replacement of plaster or drywall without structural members or mechanical installation.
4. Painting of walls, ceilings and moldings
5. Replacement or repair of exterior trim, soffits, fascia or overhangs, nonstructural members
6. Wall papering
7. Concrete patios without roof or walls

**I. Extension for Building Permits**

Six (6) months to start once permit has been issued; twelve (12) months to finish. Ten (10) day written request before expiration of permit. Six (6) month extension; limit of two (2).

\$ 100.00

**J. State Surcharge Fee.** In addition to the fees stated above, each permit applicant shall be charged an additional fee in an amount equal to any surcharges, which are imposed by the laws of the State of Ohio. At the time of the passage of this Ordinance, the State has imposed a 1.0% surcharge on all fees in this Section.

**II. COMMERCIAL BUILDING PERMIT FEES**  
**Commercial, Industrial or Residential Multi-Family Units**

**A. Construction Fees:**

1. Structural plan review and permit fee	\$ 150.00
Additional fee (per gross sq ft)	\$ 0.15
2. Mechanical plan review and permit fee	\$ 150.00
Plus each 100 square foot of area	\$ 4.00
3. Electrical plan review and permit fee	\$ 150.00
Plus each 100 square foot of floor area	\$ 4.00
New service or service change per amp	\$ .50
Underground or floor slab installation only	\$ 75.00
4. Temporary Pole (up to 200 amps)	\$ 100.00
5. Plumbing plan review and permit fee	\$ 150.00
Plus each fixture with trap	\$ 10.00
Underground or floor slab installation only	\$ 75.00
6. Automatic sprinkler and other fire suppression systems	\$ 150.00
All suppressed areas, per each 100 sq ft of floor area	\$ 4.00
7. Kitchen hood suppression systems plan review / permit fee	
Type I	\$ 150.00
Type II	\$ 100.00
Other systems, haz hoods	\$ 225.00
8. Generators	\$ 200.00
9. Fire Pumps	\$ 200.00
10. Refrigeration (0 to 5 tons)	\$ 100.00
Plus \$20 per 5 ton portion over first 5 ton	
11. Gas piping	\$ 100.00
Plus \$10 for every appliance/connection over three	
12. Industrialized unit plans (each unit)	\$ 150.00
Plus each 100 square foot of floor area	\$ 1.30
13. Alarm system	\$ 150.00
Plus per each device	\$ 3.00
14. Foundation plan review and permit	\$ 150.00
15. Plan re-review fee, per hour	\$ 100.00
16. Certificate of occupancy	\$ 50.00
17. Sidewalk and Driveway Permit:	
a. Sidewalks and driveways involving up to 100 square feet of construction or reconstruction	\$ 25.00
b. Sidewalks and driveways involving more than 100 square feet of construction or reconstruction	\$ 50.00
c. Cutting or dropping of curbs	\$ 50.00
plus add per each lineal foot	\$ 2.00
plus reimbursement of engineering review fees, if applicable	
18. Removal and Demo	\$200.00

**B. Extension for Building Permits**

Six (6) months to start once permit has been issued; twelve (12) months to finish. Ten (10) day written request before expiration of permit. Six (6) month extension; limit of two (2).	\$ 100.00
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**C. Re-inspection and Stop Work Order:**

1. Re-inspection:

- a. First re-inspection \$ 75.00
- b. Second re-inspection \$ 100.00
- c. Third re-inspection \$ 150.00

2. Stop Work Orders (per calendar year):

- a. First order \$ 200.00 \*
- b. Second order \$ 400.00 \*
- c. Third order \$ 600.00 \*

\* Plus double permit fee with maximum fee of \$1,000.00

**D. Minor Work \$150.00**

Minor repairs consists of minor construction, minor additions or replacement of equipment, or other minor alterations requiring a permit fee and inspection, including, but not limited to, moving non-bearing walls; changing required exits or exit corridors; adding up to five (5) circuits; replacing up to 2 plumbing fixtures; relocation of furnace

**E. Occupancy Permits (temporary or final) \$ 50.00 each**

An occupancy permit shall be required for new and existing industrial and commercial buildings when any change of occupancy occurs or building alteration. An occupancy inspection shall be requested by the occupant after the completion of occupancy permit application and the payment of a fee of \$50 each (temporary or final).

**F. State Surcharge Fee.** In addition, each permit applicant shall also be charged an additional fee in an amount equal to any surcharges on permit fees which are imposed by the laws of the State of Ohio. At the time of the passage of this Ordinance, the State has imposed a 3% surcharge on all fees in this Section.

**III. INSPECTIONS OUTSIDE NORMAL BUSINESS HOURS**

For all inspections which a permit holder or his agents request to be performed outside normal business hours (8:00 am – 4:30 pm, M-F, excluding holidays), an additional minimum fee of \$150.00 to \$200.00 shall be charged. If the time required to perform such inspection exceeds two (2) hours, an additional fee of \$75.00 to \$100.00 per hour shall be charged for each hour or fraction thereof in excess of two (2) hours. All inspections to be performed outside normal business hours shall be requested in writing and given to the Maumee Division of Inspection at least forty-eight hours prior to the requested inspection to be performed.

**IV. SIGN PERMITS \$ 75.00**

Projecting signs that hang over the public right-of-way and freestanding (pole or monument) signs shall require a building permit before being constructed or attached to a building or wall. A sign contractor, registered with the Village of Whitehouse, must apply for the permit and install the sign as indicated on the building plans submitted for review to the Chief Building Official.

## V. ZONING PERMITS AND FEES

Fees required under the Zoning Code of the Village of Whitehouse shall be as follows:

A. Petition for Zoning Map / Text Amendment:	Less than 1 acre	\$100.00
	1 to 5 acres	\$200.00
	Over 5 acres	\$300.00
B. Petition for a Special Use Permit:	Less than 1 acre	\$200.00
	1 to 5 acres	\$300.00
	Over 5 acres	\$400.00
C. Petition for a Planned Unit Development:	Less than 1 acre	\$200.00
	1 to 5 acres	\$300.00
	Over 5 acres	\$400.00
Plus Escrow for Plan Review		\$500.00
D. Appeal to Board of Zoning Appeals		\$100.00
E. Preliminary Plat Review and Submittal:	Up to 5 acres	\$100.00
	6 to 10 acres	\$200.00
	11 to 20 acres	\$400.00
	Over 20 acres	\$600.00
Plus Escrow for Plan Review		\$500.00
F. Resubmittal of a Preliminary Plat (12 months after original approval) 10% of original fees (E). Two resubmittals allowed for a total of 3 years.		
G. Final Plat Review and Submittal		\$150.00
	Plus Per Lot	\$ 5.00
	Plus Escrow for Plan Review	\$500.00
H. Zoning Permits:	New structures/additions, including garages	\$ 50.00
	Sheds, accessory buildings, pools, and decks	\$ 25.00
	Fences	\$ 10.00
	Signs	\$ 20.00
I. Petition for Preliminary Discussion to Planning Commission		\$ 75.00
J. Commercial Site Plan Review by Planning Commission		\$100.00
K. Minor sub-division / lot split (less than five parcels)		\$100.00

## VI. BUSINESS REGISTRATION FEES (in addition to any County / State licenses required)

- A. Fees for licenses required by Chapter 731 of the Whitehouse Codified Ordinances, within the Village shall be:
1. Vendor / Solicitor license (door-to-door)
    - a. annual, per person \$ 25.00

- B. Other registration fees
  - 1. Ice cream vendor's license (annual)
    - a. for each motor vehicle \$ 50.00
    - b. for each non-motorized vehicle \$ 25.00
  - 2. Public fireworks exhibition permit (per exhibition) \$100.00

**VII. REGISTRATION FEES FOR SKILLED TRADESMEN**

Fees for Certificate of Registration required by Chapter 1323 of the Codified Ordinances for the performance of work within the Village by certain skilled tradesmen shall be as follows:

- A. Contractor's registration and renewal fees. Fees for electrical, plumbing, steamfitter, HVAC, refrigeration, and fire suppression system contractors shall be:
  - 1. Original registration \$ 50.00
  - 2. Annual registration renewal \$ 40.00
- B. Original registration fees and annual registration renewal fees for sewer, sign, sidewalk, drive apron and curb cut contractors shall be:
  - 1. Original registration \$ 50.00
  - 2. Annual registration renewal \$ 40.00
- C. Original registration fees and annual registration renewal fees for all contractors who are not otherwise specified in this Section, shall be:
  - 1. Original registration \$ 50.00
  - 2. Annual registration renewal \$ 40.00
- D. Contractors whose principal place of business is located within the Village limits shall not be required to pay the Contractor Registration Fee. The Contractor Registration Form and all required documentation concerning state licensing and proof of Worker's Compensation shall be required along with the completed form.

**VIII. RIGHT OF WAY INFRASTRUCTURE**

- A. Right-of-way infrastructure permit \$100.00

**IX. FEES FOR DIVISION OF WATER AND SEWER**

Fees for the Division of Water, including water and sewer rates and tap fees shall be:

- A. Water Rates (**within Village limits**)
  - 1. Minimum charge for one month or up to 2,000 gallons \$ 16.38
  - 2. Per 1,000 gallons thereafter \$ 8.19
- B. Water Rates (**outside Village limits**)
  - 1. Minimum charge for one month or up to 2,000 gallons \$ 34.40
  - 2. Per 1,000 gallons thereafter \$ 17.20

C. Monthly Water Capital Improvement charge per meter by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8" – 3/4"	\$ 2.50
1"	\$ 6.25
1-1/2"	\$12.50
4"	\$50.00
6"	\$82.50

D. Sewer Rates (**within Village limits**)

- |   |          |
|---|----------|
| 1. Minimum charge for one month or up to 2,000 gallons  | \$ 9.48  |
| 2. Per 1,000 gallons thereafter   | \$ 4.74  |
| 3. Minimum charge for one month for those residents not connected to the Village water system | \$ 35.52 |

E. Sewer Rates (**outside Village limits**)

- |  |          |
|--|----------|
| 1. Minimum charge for one month up to 2000 gallons for Non-residents with water service (110% surcharge for outside Village) | \$ 19.90 |
| 2. Per 1,000 gallons thereafter (110% surcharge for outside Village)   | \$ 9.95  |
| 3. Minimum charge for one month for non-residents not connected to the Village water system                                  | \$ 74.56 |

F. Monthly Sewer Capital Improvement charge per meter by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8" – 3/4"	\$ 3.01
1"	\$ 7.53
1-1/2"	\$15.03
4"	\$60.20
6"	\$99.33

G. Additional miscellaneous charges:

- |   |                          |
|---|--------------------------|
| 1. Water shut-off due to non-payment of a bill (first time)   | \$ 20.00                 |
| (additional shut-offs)  | \$ 40.00                 |
| 2. Employee over-time to cover cost of turning water back on if payment is made after 4:00 p.m.       | \$ 40.00                 |
| 3. Deposit for all rental properties before service is turned on                                      | \$100.00                 |
| 4. Replace frozen water meter   | Cost of meter plus labor |
| 5. 10% late payment on bills paid after due date  |                          |
| 6. Collection fee charged to all delinquent bills if no prior arrangements have been made for payment | \$ 10.00                 |
| 7. Fee for tampering with meter   | \$ 250.00                |
| 8. Bulk water, plus cost per gallon   | \$ 25.00                 |
| 9. Damaged service line   | Cost of parts plus labor |
| 10. Unauthorized use of hydrant, theft of water   | \$ 250.00                |

H. Water and sewer tap fees for new construction

- |  |            |
|--|------------|
| 1. Sewer tap fee for Village residents     | \$1,100.00 |
| 2. Sewer tap fee for non-Village residents | \$2,310.00 |
| 3. Water tap fee for Village residents     | \$ 750.00  |

- |  |                                   |
|--|-----------------------------------|
| 4. Water tap fee for non-Village residents | \$1,500.00                        |
| 5. Fireline or fire suppression line       | Cost of materials plus inspection |

**X. FEES FOR REFUSE SERVICES**

Monthly fee for weekly residential refuse and recycling collection	\$ 12.01
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**XI. FEES FOR MOWING GRASSES, WEEDS AND RANK VEGETATION**

Per Chapter 521.11 of the Whitehouse Municipal Code, when the Village is required to mow, property owners shall be charged the hourly rate of:

For the first offense in any calendar year	\$ 160.00 hr
For the second offense in any calendar year	\$ 200.00 hr
For the third offense in any calendar year	\$ 250.00 hr
With increments of an additional \$50.00 per hour per offense per calendar year	

**XII. FEES FOR STREET TREES**

A per tree fee for street trees will be charged to the contractor / owner at the time zoning permits are issued for individual lots. The Village of Whitehouse will plant such trees at the appropriate time as lots are developed. \$ 450.00 per tree

**XIII. FIRE DEPARTMENT**

**A. Inspections**

1. Inspection fees – One (1) initial inspection, and (1<sup>st</sup>) re inspection for commercial and residential day care and foster home properties per year is no charge. A Second (2<sup>nd</sup>) re inspection from a failed initial re inspection for the year will be - \$250.00. The third (3<sup>rd</sup>) re inspection will be \$500.00 plus documentation turned over to the Village Solicitor for legal review.
2. One (1) open burning per year is no charge. Second (2<sup>nd</sup>) open burn response per calendar year will be \$250.00 per occurrence. This includes any open burning greater than 3x3x3 with non-clean burning wood. If the open burn has other materials in it besides class A materials (Wood, paper) and/or air packs need to be worn, a \$250.00 fine will be given on the first (1<sup>st</sup>) occurrence.
3. Food Truck Inspections - \$25.00
4. Food Truck 1<sup>st</sup> re-inspection from an initial failed inspection - \$75.00
5. Fireworks Aerial Display - \$125.00/hr. – requires a minimum of four personnel. This cost includes a brush truck, water tender, and a command officer.
6. Tent permit 0-700 square feet (no sides) – No charge
7. Tent permit 400 square feet and above with at least one (1) side - \$50.00

**B. Fire Alarms**

1. 1-2 per year are free
2. 3<sup>rd</sup> per calendar year - \$500.00
3. 4<sup>th</sup> per calendar year - \$550.00
4. 5<sup>th</sup> and over per calendar year - \$600.00
5. Nuisance alarms per year will be at the Fire Chief's discretion to determine fees.

**C. Incidents**

1. Hazardous Materials Responses – See LEPC

**D. Fire Prevention**

1. Meetings with building officials about non-compliant tenants and building owners regarding fire and/or building code violations. Meetings - \$50.00/hour/ per inspector. One (1) hour minimum charge.

**E. Personnel**

1. Fire Department Personnel and vehicles at events – See current FEMA rate
2. Fire Watch (per personnel/per hour) - \$35.00

\*Invoices will be sent to tenants or business owners.

**XIV. Police Department**

**A. Impounded Animals**

1. First Offense – Pick-up fee: \$15.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded
2. Second Offense – Pick-up fee \$45.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded
3. Third or Subsequent Offense – Pick-up fee \$70.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded

**B. Special Event Fee - \$40.00/hour per Village Employee**

- 2 hour minimum charge per Employee
- Whitehouse Business/Resident sponsored events are exempt from fee.

**XV. Public Record Requests**

- A. Black & White Copies (8½ x 11 or 8½ x 14): \$0.05/page
- B. Color Copies (8½ x 11 or 8½ x 14): \$0.10/page
- C. 11 x 17 Black & White Copies: \$0.10/page
- D. 11 x 17 Color Copies: \$0.20/page
- E. DVD/CD: \$0.50/ea.
- F. Flashdrive: actual cost of flashdrive
- G. Review of Records only: No charge

## **RESOLUTION NO. 21-2019**

### **A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, TO TRANSFER CERTAIN FUNDS FOR VILLAGE ACCOUNTING PURPOSES; FORMAL VERIFICATION OF SAID TRANSFER AND DECLARING AN EMERGENCY.**

WHEREAS, it is the recommendation of the Administrator, of the Village of Whitehouse, Lucas County, Ohio, that the Village administratively transfer certain funds between duly established accounts within the Village of Whitehouse, Lucas County, Ohio, accounting system; and

WHEREAS, this Council is desirous of implementing said transfers and hereby approving same:

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

SECTION I: That the Administrator of the Village of Whitehouse, Lucas County, Ohio, is hereby duly authorized and directed to complete and enter upon the accounting records of the Village of Whitehouse, Lucas County, Ohio, the following funds transfers:

AS ATTACHED IN EXHIBIT A HERETO.

SECTION II: It is hereby found and determined that all formal actions with respect to said accounting fund transfers were adopted pursuant to this Resolution in an open meeting of this Council, with full disclosure and approval herein, and the deliberations of this Council and any of its committees that resulted in such fund transfer action were in compliance with all legal requirements as required by Village Charter.

SECTION III: This Resolution is hereby declared to be an EMERGENCY MEASURE necessary for the immediate preservation of the public peace, health and safety of said Village and its inhabitant, and for the further reason that this Resolution is necessary to provide orderly transfer documentation as to the accounting records of the Village of Whitehouse, Lucas County, Ohio; in order that necessary funding for said accounts indicated herein can be completed.

WHEREFORE, this Resolution shall take effect and be in full force immediately upon its passage and approval.

VOTE ON EMERGENCY MEASURE: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Adopted and effective November 19, 2019 as an EMERGENCY MEASURE

\_\_\_\_\_  
Donald L. Atkinson, Mayor

ATTEST:

\_\_\_\_\_  
Susan M. Miller, Clerk of Council

**EXHIBIT A**  
**November 19, 2019**  
**Transfers**

FROM	AMOUNT	TO
General Fund	\$150,000.00	Streetscaping (4205)
Income Tax B	\$695,000.00	General Fund (1000)
Income Tax A	\$20,000.00	Indust. Park Sign (4206)
Income Tax A	\$90,000.00	Streetscaping (4205)
Income Tax A	\$8,337.25	Crack Seal (4906)
Income Tax A	\$6,253.55	Wayfinding (4907)
Sewer (5201)	\$200.63	Eval Collect Zn 1 (4914)
Field & Finz. Pump (4102)	\$2.25	Income Tax A (2071)
Downtown Rev Grt (4203)	\$13,867.23	Income Tax A (2071)
SR 64 Corridor (4209)	\$3,422.50	Income Tax A (2071)
TTHM Remediation (4212)	\$7,876.82	Water (5101)
Manhole Repair (4912)	\$1,271.27	Income Tax A (2071)
Force Main Relocat (4916)	\$5,000.00	Income Tax A (2071)
Gateways & Street (4925)	\$11,994.94	Income Tax A (2071)
SR 64 & Fin SS Rep (4929)	\$1,783.86	Income Tax A (2071)
Master Plan Update (4932)	\$3,310.25	Income Tax A (2071)
Lg Quar Boardwalk (4938)	\$2,105.70	Income Tax A (2071)
Reg Pump Stat Impr (4939)	\$27,752.49	Sewer (5201)
Rupp Rd Culvert (4947)	\$111,265.11	Income Tax A (2071)
Rupp Rd Culvert (4947)	\$61,390.70	Permissive Tax (2101)



- 10-11-19** 1. **Veteran's Memorial Park** – Contract awarded to B& J Concrete. Site preparations are underway. Approximately 95% completed.

## **STREETS**

- 10-11-19** 1. **Weckerly Road Resurfacing** – this is a joint project application with Lucas County Engineer to mill and resurface Weckerly Road from Lenderson to the Village limits and Lenderson from Cable to Shepler. Project has been approved for OPWC funding – 2019 project year – Project completed.
2. **Downtown Streetscape Phase 2** - Providence Street from Waterville Street to Lucas Street and Toledo to Maumee Street, including Veterans Memorial Park. Renew sidewalks, street trees, and areas between the sidewalks and curbs. In final engineering phase. Meeting held on 4/25/18 to explain construction process to downtown business owners. Out to bid 6/14-29/18. Bid opening scheduled for 6/29/18 at 1:00 pm. Bids rejected, will rebid soon. Project rebid with a bid opening scheduled for January. Bid awarded to B&J Concrete Construction. 95% complete
3. **Weckerly Rd. & Finzel Signalization** – In engineering with Poggemeyer Design Group. Out to bid for June 7<sup>th</sup> bid opening. Awarded to U.S. Utility Contractor Co., Inc. for \$173,231.04.

## **WATER**

## **WASTE WATER**

- 08-20-19** 1. **Sanitary Sewer Trunk Main** –Working with Jones & Henry Engineering on the installation of a sanitary sewer trunk main to be constructed to replace current force mains and sewage pumping stations which are nearing the end of their useful life and needing replaced.

## **SANITATION**

## **MISCELLANEOUS**

- 11-05-19** 1. **Building Permits:** 40 new homes as of 11/15/2019.
- 10-11-19** 2. **Public Works:**
1. Fall operations/Leaf collection preparations
  2. Tree trimming and brush clearing
  3. GIS mapping of Utilities – Public Service is working with Poggemeyer Design Group to map all water, sanitary sewer and storm sewer assets in the Village.

## **Boards and Commissions**

- A. Board of Zoning Appeals
  - 1. Pending approval of July 10, 2019, meeting
- B. Charter Revision Commission
  - 1. Pending approval of September 12, 2019 Meeting Minutes
- C. Fire Dependency Board
  - 1. Pending approval of February 27, 2019 meeting minutes
- D. Planning Commission
  - 1. Pending approval of August 3, 2019, meeting minutes
- E. Records Commission
  - 1. Pending approval of June 4, 2019, Meeting Minutes
  - 2. Pending 2020 Reorganization Meeting
  - 3. Pending Review of Records Set for Destruction in 2020
  - 4. Pending Review of Records Policies
- F. Tree Commission
  - 1. Pending approval of October 24, 2019 meeting minutes
  - 2. Pending Tree Inventory

**Council Committee of the Whole**

- A. Economic Development
  - 1. Pending Monitoring of Economic Development Plan (ongoing)
- B. Finance, Audit & Investment
- C. Franchise, Lands & Buildings
- D. Parks & Recreation
  - 1. Completion of Veterans Memorial Park
  - 2. Completion of Waterville Street Multi-Use Trail (Phase II)
  - 3. Pending review of implementation of projects in Whitehouse Park
- E. Public Services Committee
  - 1. Pending Discussion of New Downtown Traffic Signage (fall)
  - 2. Pending Discussion of Looping Water Lines via Stiles Road.
- F. Personnel & Safety
- G. General
  - 1. Pending review of Council project list

Note: If you wish to place an item on the Agenda, please let me know.